Initial Application Instructions – Individual & Organizations

	Initial Application Process	What You Need / Need to Know	What To Expect
Step 1*	**Create a Log-in**	• You need an email address • Register as an "individual" if you are applying to be EMSRB personnel ***OR*** • Register as an "organization" if you are applying for an Ambulance Service license, Training Program approval, MRU registration • Provide personal information – name, address, other contact information	• Receive an email with a temporary password and a link to log back into the system for Step 2
Step 2	**Apply for a Registration / Certification** (individual) ***OR*** **Apply for a License / Approval / Registration** (organizations)	• Click on the "Apply for an Exam / License" hyperlink to start the registration, certification or approval process	• You will be asked to affirm that all of the information you submit is valid
Step 3	**Confirm Application**	• Confirm your initial Application request • if your Application requires payment, you must pay online by entering bank account numbers and other information	• <u>After completion, you will receive two emails:</u> ✓ Application summary ✓ Payment confirmation (*only if you were required to make an online payment*)

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*Step 1 is a <u>one-time</u> step needed only the first time you log in.

Renewal Instructions – Individual

Renewal Process		What You Need / Need to Know	What To Expect
Step 1*	Create a Log-in	• You need an email address • Register as an "individual" • Provide personal information – name, address, other contact information	• Receive an email with a temporary password and a link to log back into the system for Step 2
Step 2*	Verify Who You Are	• After you log back in, click on the "Activate Existing License Record" link to verify your identity • Select your license type • Enter your social security number • Enter your EMSRB certification / registration number	• This step associates your new log-in Information with your existing EMSRB records
Step 3	Complete Renewal	• Back on the main screen, you should now see a hyperlink for your certification / registration - click on it • Click on the "Renew License" hyperlink to start the renewal process • Follow the instructions to renew	• You will be asked to affirm that all of the information you submit is valid
Step 4	Confirm Renewal	• Confirm your application for renewal	• After completion, you will receive a Renewal Summary by email

*Steps 1 and 2 are <u>one-time</u> account verification steps needed only the first time you log-in.